

CHAPTER 6 IOWA COMMUNITY CULTURAL GRANTS (ICCG) PROGRAM

221—6.1(303) Program purpose. The purpose of the Iowa community cultural grants (ICCG) is to provide a program of grants to cities and nonprofit, tax-exempt community groups to support the development of community programs which provide jobs for local Iowans while promoting Iowa's cultural, ethnic, and historical heritages, through the development of festivals, music, drama, cultural programs, historic restorations, and tourism projects.

221—6.2(303) Program description. The ICCG program shall operate as a competitive grants program administered by the department under the direction of the director or designee. Iowa cities and nonprofit, tax-exempt community groups may make application to the department which will approve or disapprove all submissions based upon published criteria. The ICCG program shall provide funding to successful applications on a cost reimbursement basis, subject to local matching funds provisions and contractual terms as set forth in an agreement between the department and any successful grant recipient.

221—6.3(303) Definitions. The following definitions shall apply when used in this chapter unless otherwise noted:

"Administrative costs" means those reasonable and necessary costs and charges associated with the execution of the funded project which were incurred by a fiscal agent in support of another applicant. Such administrative costs may include record-keeping, telephone, travel, and mailing expenses, and support staff fees, and shall not exceed 5 percent of the total project costs.

"Advisory committee" means the committee comprised by a representative of the arts division of the department, a representative of the historical division of the department, and a representative of the tourism division of the department of economic development. The advisory committee shall review each application and make recommendations to the director for funding of eligible projects.

"Application" means an official ICCG application form as provided by the department which complies with the requirements of rule 221—6.5(303).

"Community group" means an Iowa nonprofit, tax-exempt organization which is open to the general public and established for the promotion and development of one or more of the following disciplines or activities: the arts, history, culture, ethnicity, historic preservation, tourism, economic development, festivals, or municipal libraries. Community group shall not include a school, college, university, political party, labor union, county, state, or federal government agency, church, convention or association of churches, or organizations operated primarily for religious purposes, or which are operated, supervised, controlled or are principally supported by a church, convention, or association of churches.

"Department" means the Iowa department of cultural affairs (DCA).

"Director" means the director of the department of cultural affairs, or designee.

"Eligible activity" means a qualified festival; performing, visual, or literary arts project; historic preservation, museum, tourism, or ethnic heritage project which will enhance Iowa's cultural climate, and which will provide jobs for Iowans while serving the general public.

"Eligible applicant" means an incorporated city in Iowa, or an Iowa community group which is federally tax-exempt and incorporated under the Iowa nonprofit corporation act. Iowa nonprofit community groups which have applied for and are awaiting determination of federal tax-exempt status may apply for ICCG funds through a fiscal agent which is federally tax-exempt and otherwise eligible to apply.

"Fiscal agent" means an organization which meets the definition of eligible applicant, and which serves as the legal applicant of record, redistributes the funds to the intended receiver, and is responsi-

ble for all published requirements of the ICCG program including contracts, budgets, fiscal records, and reports.

“Grantee” means any applicant receiving grant funds under the ICCG program.

“ICCG” means the Iowa community cultural grants program as administered by the department.

“In-kind contribution” means a noncash contribution provided by a grantee as a part of the grantee’s matching share of a project. In-kind contributions shall not exceed 50 percent of the matching funds requirement.

“Local matching funds” means those funds which are locally contributed for the specifically funded project and which, when combined with local in-kind contributions, shall equal at least 50 percent or more of the total project cost. Local matching funds shall be provided by the eligible applicant which is submitting the application for funding and shall not include any portion of another state or federal grant.

“Proposed project” means an eligible activity for which an eligible applicant has submitted a single application for funding of a single project. Applicants are limited to one submission per each granting cycle and may also serve as a fiscal agent for one additional application in each granting cycle.

221—6.4(303) Application procedures. All ICCG inquiries and correspondence, including requests for official ICCG application forms, and the submission of completed application forms for consideration of funding shall be addressed to the Department of Cultural Affairs, Historical Building, 600 E. Locust Street, Des Moines, Iowa 50319, telephone (515)281-6078. All applications shall be submitted on the original application form prescribed by the department or a legible photocopy of the original form. Computer-generated, hand-written, out-of-date, or telefacsimile applications shall not be accepted. All applications submitted shall be reviewed by the advisory committee with their recommendations for grantees and grant awards being submitted to the director or designee who shall determine final grantee’s awards to the extent funds are available.

221—6.5(303) Contents of application. Each application shall contain the following information as required in the request for proposal package:

1. Description of the proposed project including a timetable for its completion;
2. The amount of ICCG funds requested not to exceed \$25,000;
3. The local cash or in-kind resources or combination thereof, which are committed to the project in an amount not less than 50 percent of the total project cost;
4. A description of the amount and source of the cash income utilized by the applicant to satisfy the local matching funds requirements;
5. A description of how the proposed project will create current and future employment for Iowans;
6. A description of the proposed project’s historical, ethnic, cultural, and tourism value and quality;
7. An accurate budget for the proposed project;
8. A designation as to whether the proposed project existed prior to the previous deadline for submissions as established by the department.

221—6.6(303) Preliminary review of applications. The department shall conduct a preliminary review of each application to determine whether the application shall be submitted to the advisory committee for consideration. Applications shall be disqualified if found deficient in one or more of the following ways:

1. Applicant not eligible for funding as defined by rule 221—6.3(303);
2. Applicant fails to provide proof of tax-exempt status by the time of the grant deadline as defined in rule 221—6.3(303);

3. Application displays insufficient amounts of local matching funds as defined by rule 221—6.6(303);
4. Application displays budget errors resulting in an incomplete or inaccurate budget for the project;
5. Applicant fails to submit an original, signed ICCG application and four photocopies of the original ICCG application;
6. Applicant submits an incomplete or unsigned application contrary to rule 221—6.5(303);
7. Application is submitted after the deadline for submissions as established by the department each year. All applications for ICCG funding shall be hand-delivered to the department by 4:30 p.m. on the deadline date, or shall bear an official U.S. Postal Service postmark of the deadline date or earlier date;
8. Applicant has submitted more than one application for consideration of funding or has attempted to serve as a fiscal agent in more than one application in a given granting cycle. In such cases, the second and subsequent submissions from an applicant during the same application cycle shall be disqualified;
9. Applicant attempts to serve as a fiscal agent for an ineligible entity contrary to rule 221—6.3(303);
10. Application seeks funding in excess of the \$25,000 maximum award as defined by rule 221—6.5(303);
11. Application fails to create employment for Iowans or address another goal of the program as defined by rules 221—6.1(303) and 6.5(303);
12. Proposed project dates fall outside of the contractual period as defined each year by the department.

221—6.7(303) Review criteria. Applications which meet the preliminary review as defined by rule 221—6.6(303) shall be forwarded to the advisory committee for review and ranking according to the following criteria:

1. The historical, ethnic, cultural, and tourism value and quality of the proposed project: up to 500 points. Applications requesting continuation funding of a project funded with ICCG support in the previous granting cycle shall be limited to a maximum of 400 points in this category;
2. The number and impact of full- and part-time employment for Iowans created by the proposed project: up to 300 points;
3. The percent of local matching funds in cash which are pledged to the proposed project: up to 100 points;
4. The innovation of the proposed project, degree of collaboration with other interested entities, and financial need of the applicant for the proposed project: up to 100 points.

221—6.8(303) Award amounts. Grant awards shall be made from \$1,000 at a minimum to \$25,000 at a maximum. At least 25 percent of the funds allocated for the ICCG program annually shall be awarded to projects which were not in existence prior to the previous deadline as established by the department. Projects which represent a significant enhancement or an expansion of a previously established project shall also qualify as a new project in consideration of funding. The director reserves the right not to grant all appropriated funds if there is an insufficient number of applications submitted to adequately achieve the purposes of the act as defined in rule 221—6.1(303).

221—6.9(303) Grant deadline. The department may establish one or more grant deadlines for the submission of ICCG applications each year funds are available. Applicants shall be given approximately 45 days to respond to the request for proposals.

221—6.10(303) Contractual agreement. The department and each successful grantee shall enter into a contractual agreement prior to the expenditure of project-related funds. The contractual agreement shall include the terms and conditions of the grant award, including the grant amount, matching funds requirements, timetable for completion, a credit line for the department, and other terms and conditions as determined by the department. No requests for reimbursement shall be honored nor local matching funds or in-kind services be credited for the project prior to the execution of the contractual agreement by the department and the grantee.

221—6.11(303) Auditing requirements. The department reserves the right to request an audit of the expenditures of any ICCG-funded project at the expense of the grantee and may also require the grantee to submit copies of expense documentation prior to or in support of a reimbursement claim.

221—6.12(303) Informal appeals. An informal appeals process shall be made available only to applicants whose applications were declined on procedural impropriety or error as evidenced by one or more of the following reasons:

1. Application declined on the basis of review criteria other than those appearing in rule or relevant guidelines;
2. Application declined based on influence of the advisory committee willfully failing to disclose conflicts of interest;
3. Application declined based upon highly erroneous information provided by staff or advisory committee members at the time of the review despite the fact that the applicant provided the department with accurate and complete information on regulation forms as part of the standard application process. Incomplete, ineligible, or applications failing to meet the annual deadline are specifically denied any appeals process. All requests for appeals shall be made in writing and shall be hand-delivered or bear a U.S. Postal Service postmark within 30 days of notification of the decision. The director shall consider and rule on the appeal and will notify the appellant in writing of the decision within 30 days from the receipt of the appeal. The decision of the director is final except as provided for in Iowa Code sections 17A.19 to 17A.20.

These rules are intended to implement Iowa Code section 303.1(1) and 303.3.

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